



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 16383	<b>POSITION:</b> Incident Review Specialist
<b>POSITION SERIES:</b> DS-0301	<b>POSITION GRADE:</b> 13
<b>OPENING DATE:</b> 7/19/2010	<b>CLOSING DATE:</b> 7/30/2010
<b>IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:</b>	<b>SALARY RANGE:</b> \$72,010-\$92,782 per annum
<b>WORKSITE:</b> 1100 Alabama Avenue, S.E. Washington, D.C. 20032	<b>TOUR OF DUTY:</b> 8:30 – 5:00 p.m. – Monday - Friday
<b>PROMOTION POTENTIAL:</b> None	<b>AREA OF CONSIDERATION:</b> Unlimited
<b>AGENCY:</b> DMH/SEH/Performance Improvement.	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> (X) Permanent ( ) Term (13 months to 4 years) Not to Exceed _____. ( ) Temporary (Up to 1 year), Not to Exceed _____ months.	
( ) This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction. (X) This position IS NOT in a collective bargaining unit.	
<b>"JOBS FOR D.C. RESIDENTS AMENDMENT ACT OF 2007":</b> A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, a line attorney position in the Legal Service (series 905), or an attorney position in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.	
<b>BRIEF DESCRIPTION OF DUTIES:</b> The position is the Office of Performance Improvement, Saint Elizabeths Hospital (SEH), Department of Mental Health (DMH). The mission of Saint Elizabeths Hospital is to provide the highest quality, integrated mental health services to persons with mental disorders who require psychiatric hospitalization and to facilitate their continuing recovery and return to the community. Saint Elizabeths Hospital trains students, health and mental health clinicians, and professionals who work with mental health consumers to provide compassionate and best care in future generations.  The incumbent serves as an Incident Review Specialist, as such, performs a variety of analytical functions in support of the Quality Improvement and Risk Management programs of the office with a primary focus on conducting / participating in investigations of Unusual Incident (UI) reports and other fact-finding efforts requiring the use of advanced investigation techniques as well as a broad understanding of the mental health field and the types of issues most likely to arise in an in-patient mental health facility. In performing those duties, the incumbent helps to ensure that investigations and studies are consistent with regulatory requirements and that electronic data collection, analysis, and presentation of findings enhances monitoring activities, outcome studies, and program evaluation as well as successful presentation of outcomes when requested.	
<b>QUALIFICATIONS REQUIREMENT:</b> This position requires one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which is directly related to the position to be filled, and has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled.	
<b>SELECTIVE PLACEMENT FACTOR (S):</b> None	

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

### RANKING FACTORS

1. In-depth knowledge of investigatory principles and techniques and knowledge of the appropriate laws, regulations, and standards of care affecting healthcare as well as DMH, SEH, DOJ and other controlling regulations and policies.
2. In depth understanding of standards and compliance with JCAHO, CMS and other regulatory programs in order to serve as Incident Review Specialist
3. Ability to manage information systems processes and utilize computer hardware and software applications in accordance with standards established by the Department of Mental Health and Saint Elizabeths Hospital to conduct studies and perform analyses.
4. Broad knowledge of mental health concepts, principles, operations and current DMH practices system wide in order to monitor, track, and trend the outcomes of recommendations regarding investigations.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S OPERATING MANUAL FOR QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC FORM 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

**WHERE TO APPLY:** DEPARTMENT OF MENTAL HEALTH  
SAINT ELIZABETHS HOSPITAL  
DIVISION OF HUMAN RESOURCES  
1100 Alabama Avenue, SE  
ROOM 205  
WASHINGTON, DC 20032  
ATTN: CLARA ORINO  
(202) 299-5510

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 *et seq.*, ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

**DRUG-FREE WORKPLACE ACT OF 1988.** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."